

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

TITLE: Hearing Room Clerk

GRADE: G-15 (Administrative Aide II)

ANNUAL SALARY: \$36,307 (Grant-Funded Position)

LOCATION: Family Division, Circuit Court for Prince George's County, Upper Marlboro, MD

TYPICAL DUTIES: The incumbent, under the supervision of the Family Division Associate Director for Magistrates' Support Staff, is part of a team responsible for providing administrative and clerical support to Hearing Officers (Magistrates). Duties include but are not limited to completing appropriate paperwork and merging court dockets prior to hearings; completing follow up work on cases after scheduled hearings; performing data entry; updating approved Proposed Orders; training new courtroom personnel on digital recording system, courtroom procedures and responsibilities; ensuring timely processing of all cases using correct format for all correspondence, memoranda, and Proposed Orders of Court; testing and monitoring recording equipment before hearings; ensuring recording is on for the duration of court hearings; processing Proposed Orders from computerized applications for dissemination to attorneys and litigants; preparing daily Disposition Sheets for distribution to Calendar Management timely; accounting for all case files scheduled for hearings; ensuring timely and appropriate delivery of files at the conclusion of hearings; maintaining confidentiality of court records and reports; and performing other related duties within the parameters of the classification as required.

MINIMUM QUALIFICATION REQUIREMENTS

Have a High School/GED Diploma plus one (1) year experience performing diverse clerical duties and one (1) year of education above the High School level that includes coursework in word processing, computer data entry or business administration. Any equivalent combination of relevant education, training and experience will also be accepted. Knowledge and understanding of applicable computerized information systems, word processing applications, and modern office practices procedures and equipment. Ability to exercise high degree of judgment, diplomacy and competence interacting with Judges, Magistrates, public officials, attorneys, litigants, and general public. A word processing test (typing test) inclusive of cut and paste and merging of documents will be given. Ability to speak Spanish is a plus. Applicants are subject to criminal background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial section on the Prince George's County's Website: <http://princegeorgescourts.org/jobs.aspx>

CLOSING DATE: All applications must be received by 5:00 p.m. EST on Friday, July 29, 2016.

APPLY TO: Director of Human Resources
Court Administrative Office
Room M2407, Court House
Upper Marlboro, MD 20772
FAX (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodations upon request.